

How to submit a **MONTHLY ACTIVITY REPORT** in Iowa Grants


- Go to www.iowagrants.gov and log in
- Click on **My Grants** and then select grant for current fiscal year.
- Click on **Status Reports**
- Click on the **blue** font report number in the **ID column** that matches your reporting period

Status Reports - Pending				Copy Existing Status Report Scheduler Return to Components				
ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status	
22-402-MOPT, Task 11-00-00 - 01	Monthly		10/01/2021-10/31/2021	11/15/2021		-	Editing	
22-402-MOPT, Task 11-00-00 - 02	Monthly		11/01/2021-11/30/2021	12/15/2021		-	Editing	
22-402-MOPT, Task 11-00-00 - 03	Monthly		12/01/2021-12/31/2021	01/15/2022		-	Editing	
22-402-MOPT, Task 11-00-00 - 04	Monthly		01/01/2022-01/31/2022	02/15/2022		-	Editing	
22-402-MOPT, Task 11-00-00 - 05	Monthly		02/01/2022-02/28/2022	03/15/2022		-	Editing	
22-402-MOPT, Task 11-00-00 - 06	Monthly		03/01/2022-03/31/2022	04/15/2022		-	Editing	
22-402-MOPT, Task 11-00-00 - 07	Monthly		04/01/2022-04/30/2022	05/15/2022		-	Editing	
22-402-MOPT, Task 11-00-00 - 08	Monthly		05/01/2022-05/31/2022	06/15/2022		-	Editing	
22-402-MOPT, Task 11-00-00 - 09	Monthly		06/01/2022-06/30/2022	07/15/2022		-	Editing	
22-402-MOPT, Task 11-00-00 - 10	Monthly		07/01/2022-07/31/2022	08/15/2022		-	Editing	
22-402-MOPT, Task 11-00-00 - 11	Monthly		08/01/2022-08/31/2022	09/15/2022		-	Editing	
22-402-MOPT, Task 11-00-00 - 12	Monthly		09/01/2022-09/30/2022	10/15/2022		-	Editing	
22-402-MOPT, Task 11-00-00 - 13	Seat Belt Survey		03/02/2022-03/31/2022	04/10/2022		-	Editing	
22-402-MOPT, Task 11-00-00 - 14	Seat Belt Survey		08/02/2022-08/31/2022	09/10/2022		-	Editing	
22-402-MOPT, Task 11-00-00 - 15	Annual Goals		-			-	Editing	

- Click on **Monthly Activity** Report in the table

Components			Preview Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	09/29/2020	
Monthly Activity Report			

- Click **Edit** in the upper right hand corner



IowaGrants.gov

[Menu](#) | [Help](#) | [Log Out](#) | [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Grant/Project Tracking

Status Report: 22-402-MOPT, Task 01-00-00 - 42

Grant/Project: **22-402-MOPT, Task 01-00-00-Carlisle Police Department 2022 402**

Status: Editing

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Officer: Crystal Young

- Select the month in which you are reporting on from the **Monthly Activity Report** drop down menu
- Please be aware of your contract type (402 – General Enforcement or 405d – Impaired Enforcement or both) and answer the required questions accordingly
- These questions are conditional based on your response. If you mark NO for the required section marked with a red asterisk, the questions below each required question will NOT appear.

Monthly Activity Report & Overtime Hours

Monthly Activity Report*
October

The hours entered are for **402** monies to be reimbursed and should equal the number of overtime hours submitted on the claim for [General Enforcement](#).

Does the contract allow Overtime for General Enforcement?*
☒ Yes
☐ No

Was Overtime for General Enforcement worked during this month?
☒ Yes
☐ No

Total Overtime Hours Worked for General Enforcement

The hours entered are for **405d** monies to be reimbursed and should equal the number of overtime hours submitted on the claim for [Impaired Driving Enforcement](#).

Does the contract allow Overtime for Impaired Driving Enforcement?*
☒ Yes
☐ No

Was Overtime for Impaired Driving Enforcement worked during this month?
☒ Yes
☐ No

Total Overtime Hours Worked for Impaired Driving Enforcement

The hours entered are for **402 or 405d** monies to be reimbursed and should equal the number of overtime hours submitted on the claim for [Educational Presentation\(s\)](#).

Does the contract allow Overtime for Educational Presentation(s)?*
☒ Yes
☐ No

Was Overtime for Educational Presentation(s) worked during this month?
☒ Yes
☐ No

Total Overtime Hours Worked for Educational Presentation(s)

- The next section is where you will be filling in your traffic contacts per category. Notice there are THREE different columns. One is labeled General OT, one is labeled Impaired OT and one is labeled Agency.

General OT – If you have allocated dollars for general enforcement in your contract and if an officer/deputy worked an overtime shift with general enforcement emphasis, enter all of the traffic contacts achieved while working that GTSB overtime into this column.

Impaired OT – If you have allocated dollars for impaired driving enforcement and if an officer/deputy worked an overtime shift with an impaired driving enforcement emphasis, enter all of the traffic contacts achieved while working that GTSB overtime into this column.

Agency – Do NOT include any of the contacts achieved on overtime into this column. This column is for all traffic safety contacts achieved while working on agency shifts.

- To begin, click in the first text field you need, enter number of contacts (including a zero if there are no contacts) and then hit TAB to navigate through the fields
- Repeat this process for each of the following sections:

Impaired Driving			
<i>In the General OT column, enter the contacts generated when officers were working General overtime enforcement.</i>			
<i>In the Impaired OT column, enter the contacts generated when officers were working Impaired Driving overtime enforcement.</i>			
<i>In the Agency column, enter the contacts generated when officers were working traffic safety for the agency. Do NOT include the contacts entered into the General overtime and/or the Impaired Driving overtime columns.</i>			
OWI Arrests - Alcohol	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency
OWI Tested, but No Arrest made	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency
OWI Arrests - Drugs	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency
DRE Call Outs	<input type="text"/>		
	GTSB OT		
OWI Drug Tested, but No Arrest	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency
.02 Violations	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency
Underage Possession (traffic only)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency
Open Container violations	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency

Occupant Protection			
Seat Belt Citations (day 6am-6pm)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency
Seat Belt Citations (night 6pm-6am)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency
Child Restraint Citations	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency
Seat Belt Warnings (day 6am-6pm)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency
Seat Belt Warnings (night 6pm-6am)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency
Child Restraint Warnings	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency

Speed			
Speed Citation	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency
Speed Warnings	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency

Other Violations			
<i>Count all other violations as "other citations/warnings."</i>			
<i>For example: Citations or warnings for Improper pass, registration, etc. would be listed in this line item.</i>			
Stop Sign/Light Citations	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency
Electronic Device Citations	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency
Other Traffic Violation Citations	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency
Stop Sign/Light Warnings	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency
Electronic Device Warnings	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency
Other Traffic Violation Warnings	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General OT	Impaired OT	Agency

- Complete the Public Information Activities. Enter quantity for each type, even if it is zero for the month.
- Any number entered greater than zero will prompt two additional questions:
 1. Message Type: Click on the corresponding message focus in the message type list. If your message included more than one focus area, press and hold down Ctrl button and click on any additional topics.
 2. Media Outlet Identification: If you had a TV spot, it will ask you to list the TV station, if you had a Radio message, it will ask you to list the Radio station, etc.
- The comments box is for you to explain a message type if you selected "Other"

Public Information Activities

Enter the number of traffic safety focused public information activities the agency completed this month. This may include a radio interview or Public Service Announcement, social media posts or shared posts and newsprint.

If postings are on multiple social media outlets (such as Twitter, Facebook, Instagram, etc), please be sure to count each traffic safety post. For example, if posting on Facebook and Twitter, count two.

TV*
Input total # of TV PSAs.

Message Type
 Alcohol Impaired
 Drug Impaired
 Drowsy
 Distracted
Select message type(s) on TV PSAs. Please press Ctrl + Click to select multiple items

TV Station(s) WHO-TV13
List station(s) televising message.

Radio*
Input total # of Radio messages.

Message Type
 Alcohol Impaired
 Drug Impaired
 Drowsy
 Distracted
Select message type(s) on Radio messages. Please press Ctrl + Click to select multiple items

Radio Station(s) Lite 104.1
List station(s) airing message.

Print*
Input total # of Print messages.

Social Media*
Input total # of Digital messages.

Message Type
 Alcohol Impaired
 Drug Impaired
 Drowsy
 Distracted
Select message type(s) on Digital messages. Please press Ctrl + Click to select multiple items

Social Media Facebook, Website
List social media application(s) posting message.

In-Person*
Input total # of In-Person messages.

Comments/Other; please explain

If any type of message is "Other", please explain here for all categories.

- Skip the Public Information Activities Attachment section and the Educational Presentation(s) Activity sections for now.
- Answer the yes/no required question regarding the Targeted Traffic Enforcement Project. These are the two projects required in your contract. One of these must be conducted at night, and one must be a multi-jurisdictional project.
- Click **Return to Top** and then click **Save**
- If you have and Public Information Activities to attach, scroll down to that section and click **Add**

Public Information Activities Attachment(s)		Add
Is there public information documentation to upload?	Attachments	

- Answer the required yes/no question and then click on Choose File button to navigate to your file
- Click **Save** in the upper right hand corner

Instructions

Activity reports are submitted monthly and are due the 15th of the following month. Example: The January activity report is due on or before February 15th.

Public Information Activities Attachment(s)

The agency may upload any posts, articles, etc which were posted or printed during the month.

Is there public information documentation to upload?*

☒ Yes
 ☐ No

Attachments

Choose File

No file chosen

Return to Top

- If you worked overtime hours to conduct an Educational Presentation, scroll down to that section and click **Add**

Educational Presentation(s) Activity					Add
Report details of each educational presentation.					
To add multiple presentations in the Educational Presentation(s) Activity section, click "Add". After required information is completed, click "Save".					
Date of Educational Presentation	Agency/Group Requesting Presentation	Topic(s) the presentation addressed	Number of people in attendance	Number of Overtime hours for this presentation	Comments
				0.00	

- Complete the fields, click **Return to Top**, click **Save** in the upper right hand corner

Educational Presentation(s) Activity

*Report details of each educational presentation.
To add multiple presentations in the Educational Presentation(s) Activity section, click "Add". After required information is completed, click "Save".*

Date of Educational Presentation* 10/15/2021

Agency/Group Requesting Presentation Carlisle High School

Topic(s) the presentation addressed Distracted Driving
Drowsy Driving

Number of people in attendance 200

Number of Overtime hours for this presentation 1.0

Comments This presentation was conducted for the Juniors and Seniors.

[Return to Top](#)

- If you answered Yes to the required question about a Targeted Traffic Enforcement Project(s), scroll down to that section and click Add

Targeted Traffic Enforcement Projects Report [Add](#)

*Each contract requires an agency to conduct two targeted traffic enforcement projects, one of which is conducted at night and one a multi-jurisdictional project. Report details of each targeted traffic enforcement project.
To add multiple projects in the Targeted Traffic Enforcement Project Report section, click "Add". After required information is completed, click "Save".*

Multi-jurisdictional project?	Project Date	Project Time of Day Day: 6 AM - 6 PM Night: 6 PM - 6 AM	Project Started (Military Hours)	Project Ended (Military Hours)	# Officers Participating From Reporting Agency	Other Agencies Participating

- Complete the fields, click **Return to Top**, click **Save** in the upper right hand corner

Targeted Traffic Enforcement Projects Report

*Each contract requires an agency to conduct two targeted traffic enforcement projects, one of which is conducted at night and one a multi-jurisdictional project. Report details of each targeted traffic enforcement project.
To add multiple projects in the Targeted Traffic Enforcement Project Report section, click "Add". After required information is completed, click "Save".*

Multi-jurisdictional project?* ☐ Yes ☒ No

Project Date 10/01/2021

Project Time of Day
Day: 6 AM - 6 PM
Night: 6 PM - 6 AM
Night

Project Started (Military Hours) 2000

Project Ended (Military Hours) 2400

Officers Participating From Reporting Agency 3

Other Agencies Participating

Complete this section for multi-jurisdictional projects

[Return to Top](#)

- If you have any comments to add, click **Edit** and scroll down to the Comments section

Comments

Please note any additional activity or unusual circumstances which occurred this month.

Comments

Return to Top

- When you are finished, click **Return to Top** and click **Save** in the upper right hand corner
- Click **Mark as Complete**

Status Report: 375962 - 05

Grant: 375962-Teamville

Status: Editing

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Manager: Sheri Lyn Krohn

Instructions

Activity reports are submitted monthly and are due the 15th of the following month. Example: The January activity report is due on or before February 15th.

Monthly Activity Report & Overtime Hours

➔

Mark as Complete | Go to Status Report Forms

- Click **Submit**

Components

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Preview | Submit

Name

Complete?

Last Edited

General Information

✓

09/30/2020

Monthly Activity Report

- If there are no further edits to this form, click **OK**

1602261706536

www.iowagrants.gov says

Submitting the Status Report will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Status Report?

OK


Cancel

Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

Status Report Submitted Confirmation ←

You have successfully submitted your Status Report with Status Report ID [377557]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking [here](#)

FYI - Monthly Activity Reports are due by the 15th of the following month, indicated on each status report in Iowa Grants.



ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status
374603 - 01	Monthly	October Activity Report	10/01/2020-10/31/2020	11/15/2020	09/29/2020	On Time	Submitted
374603 - 02	Monthly	November Activity Report	11/01/2020-11/30/2020	12/15/2020		-	Editing
374603 - 03	Monthly	December Activity Report	12/01/2020-12/31/2020	01/15/2021		-	Editing
374603 - 04	Monthly	January Activity Report	01/01/2021-01/31/2021	02/15/2021		-	Editing
374603 - 05	Monthly	February Activity Report	02/01/2021-02/28/2021	03/15/2021		-	Editing
374603 - 06	Monthly	March Activity Report	03/01/2021-03/31/2021	04/15/2021		-	Editing
374603 - 07	Monthly	April Activity Report	04/01/2021-04/30/2021	05/15/2021		-	Editing
374603 - 08	Monthly	May Activity Report	05/01/2021-05/31/2021	06/15/2021		-	Editing
374603 - 09	Monthly	June Activity Report	06/01/2021-06/30/2021	07/15/2021		-	Editing
374603 - 10	Monthly	July Activity Report	07/01/2021-07/31/2021	08/15/2021		-	Editing
374603 - 11	Monthly	August Activity Report	08/01/2021-08/31/2021	09/15/2021	10/12/2020	On Time	Submitted
374603 - 12	Monthly	September Activity Report	09/01/2021-09/30/2021	10/15/2021		-	Editing
374603 - 13	Seat Belt Survey	March Seat Belt Survey	03/01/2021-03/31/2021	04/15/2021		-	Editing
374603 - 14	Seat Belt Survey	August Seat Belt Survey	08/01/2021-08/31/2021	09/15/2021	10/12/2020	On Time	Submitted
374603 - 15	Inventory Quotes	Speed Trailer Quote	-		10/09/2020	-	Submitted

The Iowa Grants system will send you an automated courtesy reminder email 10 days prior to the due date indicating a “Status Report” is due soon. The system will email you again 3-5 days prior to the due date if you’ve still not submitted the report. The email will come from Iowa Grants.

- If you’ve submitted your report prior to the 5th of the following month, you should not receive this email.
- If you’ve started your report but not completed and submitted your report (editing status), you WILL receive this email.
- If you’ve not started your report at all, you WILL receive this email.

From: iowa.grants@webgrantsmail.com

Subject: Status Report Due Soon

Message:

**** Do Not Respond to This Email ****

Your Grant Manager has created a status report due for submission in 10 days for the following grant:

Number: *Your Contract Number*

Name: *Your Grant Title*

Program Area: Governor’s Traffic Safety Bureau

Grantee Organization: *Your Organization*

Applicant: *Primary Contact*

This requires your immediate attention, you may log into the IowaGrants.gov grants management system at the following location:

<https://www.iowagrants.gov>